



**ARIZONA DEPARTMENT OF ECONOMIC SECURITY
Division of Aging & Adult Services**

1789 West Jefferson 2SW (950-A)
Phoenix, Arizona 85007
(602) 542-4446
FAX (602) 542-6575

**Janet Napolitano
Governor**

**Tracy L. Wareing
Director**

September 8, 2006

To: Area Agencies on Aging
Pima Health Systems

From: Rex Critchfield
Assistant Director

Subject: **SFY07 Capacity Building Codes and Allocation to Navajo Nation**

Attached are the codes to be used when preparing budgets for your respective Planning and Service Area as they pertain to Capacity Building funds. Also attached is the allocation to the Navajo Nation Capital Improvement Office for a multipurpose facility at Dennehotso Chapter. The Alerts are subject to change as additional information is received by the Division pertaining to the funding sources identified.

The following Alerts are attached:

<u>ALERT</u>	<u>FUND/TYPE</u>
ALERT SFY-07-3C	State General Funds (formerly State Home Care and Case Management) – Capacity Building Codes
ALERT SFY-07-3D	State General Funds (formerly State Home Care and Case Management) – Navajo Nation

Should you have any questions regarding the information provided in the Alerts, please contact your respective Contracts Specialist.

CC: Nina Sutton, Bridget Casey, Lynn Larson, Robin Jordan, David Besst, Ada Leach, Bob Nixon, Ray De La Rosa, Cam Kowal, Gloria Garcia-Hernandez, Mary Ellen Kane, Anne Chandler, ILSU file, A&AA file

ARIZONA DEPARTMENT OF ECONOMIC SECURITY
Division of Aging and Adult Services
ALERT

SFY-07-3C

**State General Funds
for SFY-2007**

The Division of Aging and Adult Services (DAAS) received an appropriation of \$6.3 million to expand the Independent Living Support System. Of the allocation, \$2,177,600 is set aside for Capacity Building. Allocations were made based on the following approved funding formula for new funding: available funds are divided in half with one half allocated equally among the eight Area Agencies on Aging and the other half allocated according to the percent of 60+ individuals by region. The following Capacity Building allocations are being made to each Area Agency on Aging:

Region 1	\$713,644
Region 2	326,291
Region 3	220,610
Region 4	236,781
Region 5	199,312
Region 6	179,161
Region 7	149,393
Region 8	<u>152,408</u>
Total Allocation	\$2,177,600

To facilitate the tracking of expenditures, Exhibit A provides the "B" codes that have been set up in the system for your use.

In the SFY-07-3A Alert dated 8.2.06, you were asked to include with your contract operating budgets a narrative or work plan that specifies the activities for the expenditures of the Capacity Building funds. Exhibit B is a sample format is being provided to assist you in preparing a narrative/work plan. The format was borrowed from SEAGO with slight modifications.

Progress and implementation status are to be reported on the Capacity Building funds on a quarterly basis. Quarterly reports are due 30 days following the end of each quarter: October 30, January 30, April 30, and July 30. The DAAS will be tracking the Capacity Building expenditures

Should you have any questions regarding the additional allocations, please contact your respective Contracts Specialist.

TRANSMITTED TO:

Melanie Starns
Executive Director, GACA

008A Date: 9.8.06

Area Agencies on Aging

Rex Critchfield
Assistant Director, DAAS

Exhibit A

Capacity Building Service Codes

ACB	ADULT DAY CARE
ADB	ADAPTIVE AIDS & DEVICES
AMB	ADMINISTRATION
ATB	ATTENDANT CARE
CEB	COMMUNITY EDUCATION & INFORMATION
CHB	CHORE
CMB	CASE MANAGEMENT
CNB	CONGREGATE MEALS
COB	CONSULTATION
CSB	COUNSELING
EMB	SHELTERED EMPLOYMENT
HDB	HOME DELIVERED MEALS
HHB	HOME HEALTH AID
HPB	HEALTH PROMOTION
HSB	HOUSEKEEPING
INB	INTAKE & REFERRAL
IRB	INFORMATION & REFERRAL
LGB	LEGAL
LTB	LONG-TERM CARE ADVOCACY
MCB	MULTI-PURPOSE CENTER OPERATIONS
MWB	MATURE WORKER PROGRAM
PGB	PROGRAM DEVELOPMENT
PRB	PERSONAL CARE
REB	MAJOR REPAIR
RPB	MINOR REPAIR
SHB	SHOPPER
SOB	SOCIAL/RECREATION
TSB	TRANSPORTATION
VMB	VOLUNTEER MANAGEMENT SERVICES
VNB	VISITING NURSE

Exhibit B

SAMPLE NARRATIVE/WORK PLAN

Anticipated Completion Date	Provider Agency A	Service
	<p>Sample Narrative: Add storage capacity for frozen meals from the Catholic Community Services (CCS) Tucson central kitchen in Benson by purchasing a walk-in freezer. Repair 7 vehicles used for transportation.</p>	
	<p>Benson Walk In Freezer 5,000</p> <p>Repairs for 7 Vehicles 35,000</p> <p>40,000</p>	<p>HDB</p> <p>TRB</p>
Anticipated Completion Date	Provider Agency B	Service
	<p>Sample Narrative: Provide laptops for the 6 AAA case managers employed by Cochise Aging and Social Services (CASS) in order for the ASCAP to be in an Access database program, and to enable case managers to complete this eligibility form in a client's home.</p>	
	<p>6 Laptops with Software, Training and Support 15,000</p> <p>15,000</p>	<p>CMB</p>
Anticipated Completion Date	Provider Agency C	Service
	<p>Sample Narrative: Pilot test telehealth with selected homebound clients by having a monitor in a central area where residents could take their blood pressures and pulse and have the results transferred to a dedicated computer at CCS Home Health Agency to be read by an RN, who would take the appropriate action on the readings. (Cost information provided after the meeting.)</p>	
	<p>Telehealth Monitoring Unit with 3 Peripherals (BP Cuff, Heart Rate, O₂ Sensor) 3,500</p> <p>Dedicated Computer/Printer 1,500</p> <p>Time of RN to Review Readings and Interpret Them. 12,000</p> <p>17,000</p>	<p>HHB</p> <p>HHB</p> <p>HHB</p>
Anticipated Completion Date	Central Office	Service
	<p>Sample Narrative: Increase coordination for automation systems between social service systems and medical systems. Convene meetings to explain the "Continuum of Care Record" and compare to social service automation systems.</p>	
	<p>Cost to Convene Meetings 1,000</p> <p>1,000</p>	<p>AMB</p>
Total		73,000

ARIZONA DEPARTMENT OF ECONOMIC SECURITY
Division of Aging and Adult Services
ALERT

SFY-07-3D

**State General Funds
for SFY-2007**

This alert applies to the Navajo Nation.

The alert is being provided to the regions as information only.

The Division of Aging and Adult Services received an appropriation through House Bill 2865 of \$450,000 to be combined with dollar for dollar matching monies from the Navajo Nation for distribution to the Navajo tribe for a multipurpose facility at the Dennehotso chapter. This appropriation has a provision that exempts it from lapsing. The effective date for the appropriations is September 21, 2006.

A contract will be made with the Navajo Nation Capital Improvement Office for the following amount:

Region 7	<u>\$450,000</u>
Total Allocation	\$450,000

To help us ensure that the funds will be used for costs associated with the multipurpose facility at the Dennehotso chapter, please provide with your contract operating budget an implementation plan that specifies the activities for the expenditures of the appropriation. The budget should identify the matching monies. A Facility Location Chart must also be completed. Progress and implementation status are to be reported on the appropriation funds on a monthly basis. Monthly reports are due 30 days following the end of each month. The Division of Aging and Adult Services will be tracking the appropriation expenditures.

Should you have any questions regarding the allocation, please contact Mary Ellen Kane, Contracts Specialist at 602-542-6656.

TRANSMITTED TO:

Melanie Starns
Executive Director, GACA

008A Date: 9.8.06

Area Agencies on Aging

Rex Critchfield
Assistant Director, DAAS